

**CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2010 REPROGRAMMING HEARING APPLICATION**

It is expected that the City of San Diego will have CDBG funds available for reprogramming in FY 2010. Information about the amount available will be presented at the mandatory application workshop scheduled for July 22, 2009.

IMPORTANT INFORMATION

1. **No allocation of CDBG funds will be made to a project of less than \$25,000**, unless funding at a lesser amount is necessary to complete a project.
2. **All CDBG applicants must attend at least one mandatory workshop listed below in the Application Process Timeline table prior to the application deadline.**
3. **City will not accept faxed, e-mailed or incomplete applications. Those applications will be returned to the applicant agency and will not be forwarded to Mayor and Council for review.**
4. **Late applications will be returned to the applicant agency and will not be forwarded to Mayor and Council for review.**
5. No allocation of CDBG funds will be made to a project for which a CDBG application has not been received by the City.
6. Allocation of CDBG funds for this application process will be made to subrecipients conducting activities eligible under one of the categories listed in Page 1 of the application form.
7. All CDBG funds allocated to projects shall be used within three years of the date of the allocation, or such funds are subject to being reprogrammed by the City Council.

If you have questions or need assistance, please contact CDBG staff at (619) 236-6476 or CDBG@saniego.gov. Additional application information can be found at: <http://www.sandiego.gov/cdbg/apps/index.shtml>.

Application Process Timeline:

July 13, 2009	Application Packets Available
July 22, 2009	Applicant Workshops (10am and 1:30pm), War Memorial Bldg., Auditorium, Balboa Park
August 11, 2009	Applications Due at 5 pm
September/October 2009	Public Notice of Recommendations for FY 2010 CDBG allocations
September/October 2009	Public Hearing for City Council Adoption of CDBG Fund Recommendations
October 2009	Notification to Applicant regarding Allocations

**Completed applications must be received by:
DEADLINE: Tuesday, August 11, 2009, 5:00pm**

One (1) Original and two (2) photocopies of the nine (9) page application are to be submitted to:

**Angela Nazareno, CDBG Program Administrator
CDBG Program
1200 Third Avenue, Suite #1400
San Diego, CA 92101**

Do not include extraneous material, unnecessary packaging or letter of transmittal. They will be discarded.

City of San Diego
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
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[Office Use Only] NO: _____

I. Applicant/Organization Name:

II. Project Name:

III. Project Address: (Add a sheet if more than one project location.) [No PO Boxes]

IV. ☐ Non-Profit ☐ Government ☐ For-Profit Tax ID No.:

V. Contact Person: Telephone: E Mail:

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VI. Mailing Address: City: State: Zip:

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VII. FUNDING REQUEST

District	Amount	District	Amount	District	Amount
Citywide	\$	3	\$	6	\$
1	\$	4	\$	7	\$
2	\$	5	\$	8	\$
		Total CDBG Request: \$			

VIII. Amount of Other (non-CDBG) Funds Secured for the Project:

IX. CDBG Eligible Categories for Reprogramming Hearing Application

A. [Must select only ONE Option]

- | | |
|--|--|
| <input type="checkbox"/> Acquisition
<input type="checkbox"/> Disposition
<input type="checkbox"/> Public Facilities & Improvement
<input type="checkbox"/> Clearance
<input type="checkbox"/> Privately Owned Utilities | <input type="checkbox"/> Direct Financial Homeownership Assistance
<input type="checkbox"/> Microenterprise Assistance
<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Special Economic Development Activities |
|--|--|

For City Department Use Only:

- ☐ Code Enforcement

B. The project must meet the National Objective of benefitting Low/Moderate-Income Persons.

In addition, the project must meet one of following CDBG Program's statutory primary objectives:

- ☐ Suitable Living Environment
☐ Expanded Economic Opportunity
☐ Decent Housing

X. Project Summary:

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XI. NARRATIVE

A. Agency Description.

1) Date Incorporated:		2) No. of Paid Staff:		3) No. of Volunteers:	
4) Prior CDBG Experience:	<input type="checkbox"/>	4a) If Checked, No. of Years:		5) "Faith-Based" Organization:	<input type="checkbox"/>
6) Current IRS 501(c)(3):	<input type="checkbox"/>	6a) If Not Checked, Name of Fiscal Agent:			
7) Enter Mission Statement Below:					

B. Consolidated Plan Goals. Describe the community need for the proposed project. Include any supporting statistics or other factual information related to supporting the importance of addressing the need. The proposed project must meet one of the following goals.

City of San Diego Goals. A Consolidated Plan was submitted to HUD in May 2009 outlining a coordinated strategy to guide the City's efforts to address housing and community/economic development needs for the next five years. A citizen outreach effort was conducted to determine the needs and priorities of the City of San Diego. The following represents goals that can be addressed with the CDBG funds being made available through this application process:

- 1) Housing ☐ (If checked, select from a-d)
 - ☐ a. Create a better living environment for persons with special needs.
 - ☐ b. Increase the number of housing units in the private sector that contain accessibility features.
 - ☐ c. Increase the number of low to moderate income households who can become homeowners.
 - ☐ d. Improve the condition of the City's housing stock and facilities that serve special needs populations, including group homes.
- 2) Community and Economic Development ☐ (If checked, select from a-c)
 - ☐ a. Create jobs for San Diegans in new industries with higher paying and promotional opportunities and expand local small businesses. Create and/or expand opportunities for microenterprises.
 - ☐ b. Support the continued revitalization of low and moderate income neighborhoods.
 - ☐ c. Enhance capacity building of nonprofits, including those that provide fair housing assistance.

C. National Objective. a. Select only one option describing how the **proposed** project activities will meet the criteria of the National Objective listed on Page 1, Section IX, B.

- ☐ Collect income data and demographic description of each City of San Diego recipients in the program. (Describe target population include demographic description)
- ☐ Serve only a limited area, which is proven by the 2000 census data or survey to be a low-income area within the City of San Diego limits. (List census tracts/geographic service boundaries, including neighborhoods)
- ☐ Serve only the following clients: Elderly Persons, Illiterate Persons, Battered Spouses, Homeless Persons, Abused Children, Migrant Farm Workers, Severely Disabled Adults, or Persons living with HIV/AIDS. (Describe target population)

b. Provide a description of the target population selected above and how the project will reach this population.

c. Method of data collection to track family size, ethnicity, income levels and residency.

Use of Computer Software: <input type="checkbox"/>	Manual Collection: <input type="checkbox"/>	Other: <input type="text"/>
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D. Eligible Activity. Explain how the **proposed** project activities meet the criteria of the Eligible Activity listed on Page 1, Section IX, A.

4) Contingency Plan in Place in The Event that the CDBG Request is Not Funded or Not Fully Funded: <input type="checkbox"/>
4a) If Checked, Describe the Plan Below:

ii. Type of Activity

For Facility Improvements Only

1) Age of Building:		2) Original Date of Construction:	
3) Subcontractors to be Utilized: <input type="checkbox"/>		4) Volunteer Labor to be Utilized: <input type="checkbox"/>	
5) Designated Historic Landmark: <input type="checkbox"/>		6) In Compliance with Americans with Disabilities Act: <input type="checkbox"/>	
7) Cost Estimates obtained from Construction Professionals to ensure Appropriate Funding Levels: <input type="checkbox"/>			
8) Hazards: (ex. Asbestos, Lead Paint, Storage Tanks – underground/above ground) <input type="checkbox"/>			
Environmental Issues:			
9) Has a Phase I Environmental Assessment been completed for project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10) Is the building located in a Historic Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11) Is the building located in a Historic District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12) Is site located in a Flood Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
13) Is site located in a Flood Plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
14) Does agency have flood insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
15) Will there be demolition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
16) Will there be relocation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

For Client-Based Services Only

*** DO NOT EXCEED THE SPACE ALLOCATED FOR EACH SECTION***

1) Own <input type="checkbox"/> or Rent <input type="checkbox"/> Space Utilized to Provide Services.	2) Unit Cost per Client:	
3) No. of Years Providing Services :		4) No. of Unduplicated Clients served Last Year:

iii. Proposed Schedule of Work – Include Calendar Timeline

This description should only include specific activities or services to be assisted with CDBG funds.

Activity/Services	Completion Date

XII. UNIT OF SERVICE:**A. Accomplishment Type/Unit Served:** (Check only **one** of the designated types/units below)

<input type="checkbox"/> People	<input type="checkbox"/> Businesses	<input type="checkbox"/> Housing Units
<input type="checkbox"/> Households	<input type="checkbox"/> Organizations	<input type="checkbox"/> Public Facilities
<input type="checkbox"/> Jobs		

B. Proposed Units: (No Percentages)
For Housing Units/Households Only:

(No Percentages)

	Total No.	No. Occupied	No. Low/Mod
Units at Start			
Units Expected At Completion			

For Job Creation/Retention Only:

(No Percentages)

	Total Job Count		Total Weekly Hrs	
	F/T	F/T-LM	P/T	P/T-LM
Expect to Create				
Expect to Retain				

XIII. Is the Primary Purpose of the activity to . . . (Check all that apply)

<input type="checkbox"/> Help Prevent Homelessness	<input type="checkbox"/> Help the Homeless	<input type="checkbox"/> Help Those with HIV/AIDS
<input type="checkbox"/> Help Persons with Disabilities	<input type="checkbox"/> Generate Program Income	

XIV. List funding sources for the project:

	AMOUNT SECURED	AMOUNT NOT SECURED	% OF TOTAL BUDGET
Requested from City of San Diego CDBG Program			

List Other Sources Below:

Section 108 Loan Guarantee			
HOME			
ESG			
HOPWA			
CDBG-R			
NSP			
HPRP			
Other Federal Stimulus Funds			
Other Federal Funds			
State/Local Funds			
Private Funds			
Agency Matching Funds			

TOTAL PROJECT FUNDING SECURED FOR PROJECT			100%
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XV. COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET ONLY: A. List the expenses that will be applied to only the CDBG-funded portion of the project's total budget, along with an explanation of how each expense is related to project delivery. (Total budget amount should match Page 1, Section VII, Total CDBG Request amount) **NOTE: This proposed budget may be subject to change per the CDBG Program Office.**

<u>PERSONNEL</u>	AMOUNT	JUSTIFICATION
Salaries & Wages		
Fringe Benefits		
<i>Subtotal (Personnel)</i>		
<u>NON-PERSONNEL</u>	AMOUNT	JUSTIFICATION
Acquisition		
Relocation		
Architectural/ Engineering		
Demolition		
Construction		
Consultant Services		
Insurance		
Audit		
City costs (indirect) i.e. permits, etc.		
<i>Subtotal (Non-Personnel)</i>		
		TOTAL OF CDBG-FUNDED PORTION OF PROJECT BUDGET

B. Agency Financial System

1) <input type="checkbox"/> Cash Basis or <input type="checkbox"/> Accrual Basis.	2) Define Fiscal Year Term: From:		To:	
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SUBMITTAL OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING

APPLICATION CERTIFICATION

I hereby certify by reading and initialing each statement listed below that the:

Applicant acknowledges receipt and thorough review of the FY 2010 Reprogramming Hearing Application Handbook	
Information contained in the project application is complete and accurate.	
Applicant confirms that the project will be ready to provide activities or services by date of contract execution.	
Project will serve low to moderate income, City of San Diego residents.	
Applicant acknowledges that <u>only</u> an executed contract/MOU with the City authorizes the initiation of project services or activities and incurring expenditures.	
Applicant acknowledges that a National Environmental Policy Act (NEPA) review is required for all CDBG funded projects, which may delay the project start.	
Applicant acknowledges that the project should be completed within the fiscal year awarded. If not completed within three fiscal years of the fiscal year awarded, CDBG funds will be reprogrammed.	
Applicant will comply with all federal and City statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG Program.	
Applicant acknowledges that the City's contract boilerplate is not subject to revision.	
Applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.	
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the City.	
Applicant acknowledges that CDBG funds are provided on a reimbursement basis and supporting documentation must be approved by City staff prior to payment.	
Applicant acknowledges that the Federal assistance made available through the CDBG Program will not be used to substantially reduce prior levels of local, (non-CDBG) financial support for the project.	
Applicant understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life.	
Applicant has sufficient funds available to complete the project as described on Page 4, Section iii, Proposed Schedule of Work. (If your agency does not have secured funding to complete the proposed project, your application by not be considered for funding.)	
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG Program regulations.	
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	
Applicant does not have any unresolved audit findings for prior CDBG or other federal-funded project.	
Applicant has no pending lawsuits.	
Person named below is authorized to sign off on the application on behalf of the agency.	

Print Name:		Signature:	
Date:		Title:	<input type="checkbox"/> Board President <input type="checkbox"/> Executive Director
Agency Name:			

Project Name:

City of San Diego
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APPLICATION SUBMITTAL CHECKLIST-All Documents Required for Full Submittal

- ☐ Application: one (1) original and two (2) photocopies of the nine (9) page application
NOTE: CDBG STAFF WILL NOT MAKE CHANGES AND/OR ADJUSTMENTS TO CORRECT ANY ERRORS
- ☐ Documentation of Good Standing from the State of California dated after July 13, 2009
- ☐ FY 2008 fiscal documents
- ☐ For all non-profit agencies (NO EXCEPTIONS)
 - ☐ Audited FY 2008 Financial Statements, AND
 - ☐ Fully signed copy of the FY 2008 federal tax form 990, AND
 - ☐ Fully signed copy of the FY 2008 State tax form 199
 - ☐ For all governmental agencies
 - ☐ Audited FY 2008 Financial Statements
 - ☐ For ANY agencies that expended more than \$500,000 in federal funding for the year, the following must ALSO be included with the documents above:
 - ☐ FY 2008 Single Audit
- ☐ Written Financial Management Procedures
- ☐ Written minute action and/or Board approval signed by the Board President authorizing submittal of the application and authorizing the Board President or Executive Director to sign the application

Do not include extraneous material, unnecessary packaging or letter of transmittal. They will be discarded.

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